

This form is optional for all institutions in 2001-2002. Screen formats for data entry of these data items will differ from what is shown below.

Employees by Assigned Position, 2001-2002 EAP						
Part A - Head Count of Full-time Employees by Faculty Status and Primary Function/Occupational Activity Employees on the payroll of the Institution as of November 1, 2001						
Line No.	Employees by primary function/ occupational activity (mutually exclusive categories)	Faculty			Non-Faculty	Grand Total
		Tenured	Nontenured			
			Those on tenure track	Those not on tenure track		
	1. Non-Medical					
1	Instruction/Research/Public Service Instruction Combined with Research and/or Public Service					
2	Primarily Instruction*					
3	Primarily Research*					
4	Primarily Public Service (e.g., extension)*					
5	Executive/Administrative/Managerial					
6	Other Administrative					
7	Other Professional (e.g., Library)					
8	Technical/Paraprofessional					
9	Clerical and Secretarial					
10	Skilled Crafts					
11	Service/Maintenance					
12	Total Non-Medical					
	2. Medical Only					
1	Instruction/Research/Public Service/Clinical Instruction Combined with Research and/or Public Service and/or Clinical					
2	Primarily Instruction					
3	Primarily Research					
4	Primarily Public Service and/or clinical					
5	Executive/Administrative/Managerial					
6	Other Administrative					
7	Other Professional (e.g., Library)					
8	Technical/Paraprofessional					
9	Clerical and Secretarial					
10	Skilled Crafts					
11	Service/Maintenance					
12	Total Medical Only					

*Salaries for employees in lines 1-2 of this matrix (full-time Instruction/Research/Public Service not in a medical school) will be reported in the Faculty Salary Survey.
All row and column totals will be generated by the system.

This form is optional for all institutions in 2001-2002. Screen formats for data entry of these data items will differ from what is shown below.

Employees by Assigned Position, 2001-2002 EAP							
Part B - Head Count of Part-time Employees by Faculty Status and Primary Function/Occupational Activity							
Employees on the payroll of the Institution as of November 1, 2001							
Line No.	Employees by primary function/ occupational activity (mutually exclusive categories)	Faculty			Non-Faculty	Total Faculty and Non-Faculty	Graduate assistants
		Tenured	Nontenured				
			Those on tenure track	Those not on tenure track			
	1. Non-Medical						
1	Instruction/Research/Public Service Instruction Combined with Research and/or Public Service						
2	Primarily Instruction*						
3	Primarily Research*						
4	Primarily Public Service (e.g., extension)*						
5	Executive/Administrative/Managerial						
6	Other Administrative						
7	Other Professional (e.g., Library)						
8	Technical/Paraprofessional						
9	Clerical and Secretarial						
10	Skilled Crafts						
11	Service/Maintenance						
12	Total Non-Medical						
	2. Medical Only						
1	Instruction/Research/Public Service/Clinical Instruction Combined with Research and/or Public Service and/or Clinical						
2	Primarily Instruction						
3	Primarily Research						
4	Primarily Public Service and/or clinical						
5	Executive/Administrative/Managerial						
6	Other Administrative						
7	Other Professional (e.g., Library)						
8	Technical/Paraprofessional						
9	Clerical and Secretarial						
10	Skilled Crafts						
11	Service/Maintenance						
12	Total Medical Only						

All row and column totals will be generated by the system.

GENERAL INSTRUCTIONS – Employees by Assigned Position (EAP)

PERIOD OF REPORT

Report all persons on the payroll of the institution as of November 1, 2001. This is intended to provide a snapshot of your human resources/payroll data at one point in the fall.

GENERAL NOTES

When reporting Employees by Assigned Position, **include all employees paid by the institution in one and only one cell.** Classification of employees by function should be driven by their occupational titles although some institutions might use budget or funding records.

- **Report all employees classified as full-time by the institution as either medical or non-medical.** Include employees on sabbatical leave and persons who are on leave but remain on the payroll. Include “visiting” faculty paid by your institution and faculty hired to temporarily replace faculty on sabbatical or leave. Exclude individuals such as those in the military or religious orders who are not paid by your institution.
- **Report all employees classified as part-time by the institution as either medical or non-medical.** *Do not include student employees other than those employed as graduate teaching assistants, graduate research assistants or graduate assistants.* Do not include “casual employees” (employees hired on an ad-hoc or occasional basis to meet a short-term need for extra help, such as individuals hired during registration or to help in the bookstore at the beginning of the semester).

Individual employees are counted only once even if employed in multiple ways (e.g., a full-time employee who also teaches part-time on a per course basis is counted only as full time).

- **To determine employee status:** Report full-time employees only once as full time, even if the employee has an additional overload part-time appointment, contract or course payment. Otherwise, count as part time. The employee’s term of contract is not considered in making the determination of full or part time, only the type of appointment at the snapshot date. For example, a full-time, one-term appointment should be considered full-time for the purpose of this report.
- **To determine faculty status:** If, by institutional definition, an employee has faculty status, categorize the employee according to his/her tenure status. If the employee does not have faculty status, count as non-faculty. See definition of faculty in the ***Glossary***.

For this report, **Faculty** are those persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent).

The designation as “faculty” is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Student teachers or research assistants are not included in this category.

- **To determine functional (occupational) category:** Employees are assigned to ONE category based on job title, work performed, skills, education, training and credentials. If the

employee performs in more than one occupation, they should be classified in the occupation that requires the highest level of skill. If there is no measurable difference in skill, employees should be included in the functional category (occupation) in which they spend the most time (SOC, 1998).

Supervisors of professional and technical workers usually have a background similar to the workers they supervise, and are therefore classified with the workers they supervise. Likewise, team leaders, lead workers and supervisors of production, sales and service workers who spend at least 20% of their time performing work similar to the workers they supervise are classified with the workers they supervise (SOC, 1998¹).

First-line managers and supervisors of production, service and sales workers who spend more than 80% of their time performing supervisory activities are classified separately in the appropriate supervisor category, since their work activities are distinct from those of the workers they supervise. First-line managers are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing and personnel work (SOC, 1998).

It is preferred that instruction, research, public service (IRPS) employees be assigned to a single function (i.e., Primarily Instruction, Primarily Research or Primarily Public Service). To assign an IRPS employee with multiple activities that are split evenly between two or more functions into a single function, count the employee in the first category that is applicable. For example, a full-time IRPS employee who is 50% instruction and 50% research would be counted as Primarily Instruction. A full-time IRPS employee who is 50% research and 50% public service would be counted as Primarily Research. A full-time IRPS employee that is 40% instruction, 40% research and 20% public service would be counted as Primarily Instruction. However, if it is not possible to assign an IRPS employee to a single function, count the employee in the Instruction Combined with Research and/or Public Service category.

- **To determine medical/non-medical status:** Institutions with medical schools and free-standing medical schools that offer postsecondary education as their primary mission are to report medical school personnel in the "Medical only" sections. Be sure to indicate the presence of a medical school in the Screening Questions. Employees in all other health or allied health schools or departments, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported in the non-medical sections.

NOTE: Employees who work strictly in hospitals associated with medical schools should not be counted in the IPEDS EAP component.

OCCUPATIONAL TITLES (FUNCTIONS)

Instruction Combined with Research and/or Public Service. All persons for whom it is not possible to differentiate between teaching, research and public service, because each of these functions is an integral component of his/her regular assignment, should be reported in this combined category. These employees may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is instruction combined with research and/or public service.

¹ This instruction is based on the 1998 Standard Occupational Classification revision and may represent a significant change from the previous IPEDS Fall Staff survey instructions.

Primarily Instruction. Report all persons whose specific assignments customarily are made for the purpose of providing instruction or teaching and who may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is instruction.

Primarily Research. Report all persons whose specific assignments customarily are made for the purpose of conducting research and who may hold academic rank titles of professor, associate professor, assistant professor or titles such as research associate or postdoctoral fellow. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is research.

Primarily Public Service. Report all persons whose specific assignments customarily are made for the purpose of carrying out public service activities such as agricultural extension services, clinical services or continuing education and who may hold academic rank titles of professor, associate professor, assistant professor. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is public service. Be sure to include all employees with a public service assignment regardless of the location of the assignment (e.g., in the field rather than on campus).

Executive, Administrative and Managerial. Report all persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. **Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others.**²

Report in this category employees holding the following titles:³

- 11-1000 Top Executives
- 11-1010 Chief Executives
- 11-1020 General and Operations Managers
- 11-2000 Advertising, Marketing, Promotions, Public Relations and Sales Managers
- 11-3000 Operations Specialties Managers

- 11-3010 Administrative Services Managers
- 11-3020 Computer and Information Systems Managers
- 11-3030 Financial Managers
- 11-3040 Human Resources Managers
- 11-3060 Purchasing Managers

- 11-9033 Education Administrators, Postsecondary – includes
 - presidents
 - vice presidents
 - assistant and associate vice presidents (*if they direct the work of others*)
 - deans (*if their principal activity is administrative and not primarily instruction, research or public service*)
 - assistant and associate deans (*if they direct the work of others*)

² If they do not direct the work of others, report as Other Administrative.

³ Standard Occupational Classification (SOC) codes and categories are based on the 1998 revision and are provided to aid institutions in their classification of employees by assigned position.

directors
department heads *(if their principal activity is administrative and not primarily instruction, research or public service)*

- 11-9040 Engineering Managers
- 11-9050 Food Service Managers
- 11-9080 Lodging Managers
- 11-9110 Medical and Health Services Managers

Other Administrative. Report all persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof, but who are subordinate to employees classified as executive and managerial. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Report in this category employees holding the following titles:

- 11-9033 Education Administrators, Postsecondary - includes
 - assistant, associate vice presidents *(if no direction of others is required)*
 - assistant, associate deans *(if no direction of others is required)*
 - assistant, associate directors
 - assistant, associate department heads *(if their principal activity is administrative)*
 - assistant, associate managers *(including first-line managers of service, production and sales workers who spend more than 80% of their time performing supervisory activities)*

Other Professional. Report all persons employed for the primary purpose of performing academic support, student service and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Include employees with such titles as:

- 13-1000 Business Operations Specialists
- 13-1020 Buyers and Purchasing Agents
- 13-1070 Human Resources, Training and Labor Relations Specialists
- 13-1110 Management Analysts
- 13-1120 Meeting and Convention Planners

- 13-1190 Miscellaneous Business Operations Specialists
- 13-2000 Financial Specialists
- 13-2011 Accountants and Auditors
- 13-2030 Budget Analysts
- 13-2050 Financial Analysts and Advisors

- 13-2060 Financial Examiners
- 13-2070 Loan Counselors and Officers
- 15-1000 Computer Specialists
- 15-1010 Computer and Information Scientists, Research
- 15-1020 Computer Programmers

- 15-1030 Computer Software Engineers
- 15-1040 Computer Support Specialists
- 15-1050 Computer Systems Analysts
- 15-1060 Database Administrators
- 15-1070 Network and Computer Systems Administrators

- 15-1080 Network Systems and Data Communications Analysts

21-1000 Counselors, Social Workers and Other Community and Social Service Specialists
 21-1010 Counselors
 21-1020 Social Workers
 21-1091 Health Educators

 21-2010 Clergy
 21-2020 Directors, Religious Activities and Education
 23-1010 Lawyers
 25-4000 Librarians, Curators and Archivists
 25-4013 Museum Technicians and Conservators

 25-4020 Librarians
 27-1010 Artists and Related Workers
 27-1020 Designers
 27-2020 Athletes, Coaches, Umpires
 27-2030 Dancers and Choreographers

 27-2041 Music Directors and Composers
 29-1010 Chiropractors
 29-1020 Dentists
 29-1030 Dietitians and Nutritionists
 29-1040 Optometrists

 29-1050 Pharmacists
 29-1060 Physicians and Surgeons
 29-1080 Podiatrists
 29-1110 Registered Nurses
 29-1120 Therapists
 29-1130 Veterinarians

Technical/Paraprofessionals. Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job-training or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Include persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Include such job titles as:

15-3000 Mathematical Technicians
 19-4000 Life, Physical and Social Science Technicians
 19-4011 Agricultural and Food Science Technicians
 19-4030 Chemical Technicians
 19-4040 Geological and Petroleum Technicians

 19-4050 Nuclear Technicians
 23-2010 Paralegals and Legal Assistants
 23-2090 Miscellaneous Legal Support Workers
 29-2000 Health Technologists and Technicians
 29-2051 Dietetic Technicians

 29-2052 Pharmacy Technicians
 29-2060 Licensed Practical and Licensed Vocational Nurses
 29-2070 Medical Records and Health Information Technicians
 29-2080 Opticians, Dispensing
 31-0000 Healthcare Support Occupations

31-1012 Nursing Aides, Orderlies and Attendants
31-2020 Physical Therapist Assistants and Aides
31-9010 Massage Therapists
31-9091 Dental Assistants
31-9092 Medical Assistants
31-9095 Pharmacy Aides

Clerical and Secretarial. Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office. Include such occupational titles as:

43-2010 Switchboard Operators, including Answering Service
43-2020 Telephone Operators
43-3010 Bill and Account Collectors
43-3020 Billing and Posting Clerks and Machine Operators
43-3030 Bookkeeping, Accounting and Auditing Clerks

43-3050 Payroll and Timekeeping Clerks
43-3060 Procurement Clerks
43-4070 File Clerks
43-4120 Library Assistants, Clerical
43-4160 Human Resources Assistants, except Payroll and Timekeeping

43-5070 Shipping, Receiving, and Traffic Clerks
43-6000 Secretaries and Administrative Assistants
43-9010 Computer Operators
43-9020 Data Entry and Information Processing Workers
43-9031 Desktop Publishers

43-9051 Mail Clerks and Mail Machine Operators, except Postal Service
43-9060 Office Clerks, General
43-9070 Office Machine Operators, except Computer
43-9080 Proofreaders and Copy Markers

Skilled Crafts. Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Include such occupational titles as:

51-4121 Welders, Cutters, Solderers and Brazers
51-5010 Bookbinders and Bindery Workers
51-5020 Printers
51-7010 Cabinetmakers and Bench Carpenters
51-8000 Plant and System Operators
51-8020 Stationary Engineers and Boiler Operators

51-8030 Water and Liquid Waste Treatment Plant and System Operators
51-9020 Crushing, Grinding, Polishing, Mixing and Blending Workers
51-9080 Medical, Dental and Ophthalmic Laboratory Technicians
51-9120 Painting Workers
51-9130 Photographic Process Workers and Processing Machine Operators
51-9194 Etchers and Engravers

Service/Maintenance. Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Include such titles as:

33-2010 Fire Fighters
33-3000 Law Enforcement Workers
33-3040 Parking Enforcement Workers
33-3050 Police Officers
33-9030 Security Guards
33-9092 Lifeguards, Ski Patrol
35-2000 Cooks and Food Preparation Workers
35-3000 Food and Beverage Serving Workers

35-3020 Fast Food and Counter Workers
35-3030 Waiters and Waitresses
35-9000 Other Food Preparation and Serving Related Workers
37-2000 Building Cleaning and Pest Control Workers
37-3000 Grounds Maintenance Workers

49-2000 Electrical and Electronic Equipment Mechanics, Installers and Repairers
49-2020 Radio and Telecommunications Equipment Installers and Repairers
49-2091 Avionics Technicians
49-2092 Electric Motor, Power Tool and Related Repairers
49-3000 Vehicle and Mobile Equipment Mechanics, Installers and Repairers

49-9010 Control and Valve Installers and Repairers
49-9021 Heating, Air Conditioning and Refrigeration Mechanics and Installers
53-2000 Air Transportation Workers
53-3000 Motor Vehicle Operators
53-6021 Parking Lot Attendants